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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of Administrator

September 28, 1951

STAFF MEMORANDUM NO. 7

Messenger Service

A study which has been made of the mail and messenger situation in the Office of Administrator, indicates that the messengers are spending too much time on the delivery of "special" mail from this office to various units throughout the Department. It is believed that those who call for these special trips do not realize how often regular mail deliveries are made. The messengers' schedule calls for regular trips to the South Building at 10:30 and 11:30 a.m., and 1:00, 3:00, 4:00 and 5:15 p.m. There are also three trips daily to the Secretary's Office, the Office of Budget and Finance, and the Bureau of Animal Industry.

Since a trip is made to the South Building practically every hour, and there is also reasonably frequent service to the other offices mentioned, it seems clear that most mail could be taken on a regular trip. If an emergency should occur whereby it is absolutely necessary that mail be sent "special" one of the messengers will promptly deliver it to its proper address. However, in view of the need for the messengers for sorting, carrying, and distributing the regular mail, which is becoming increasingly heavy, your cooperation is requested in eliminating any special trips which are not urgent.

/s/ B. T. Shaw,
Acting Administrator

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